



State of Wisconsin Department of Public Instruction

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TO: School District Administrators

FROM: Elizabeth Burmaster *EB*
State Superintendent

SUBJECT: High School Transcript

As we continue to provide Wisconsin students with innovative educational opportunities, we also must seek ways to credential those experiences on the high school transcript. For decades, the high school transcript has communicated a student's record of learning in high school and is a critical credential used by postsecondary colleges, employers, and the military. It is also the only permanent record of a student's achievement.

Our PK-16 initiative is grounded in providing a smooth transition for students. The high school transcript can play an important role in assisting students access to postsecondary programs, credits, and employment.

Over the past several years, we have experienced a surge of educational programs that should be recorded on the high school transcript. Youth Options courses, advanced placement, postsecondary articulation, and work-based learning programs all provide for a postsecondary credential.

I urge you to evaluate your current transcript to ensure the inclusion of this important information. Additional information and a model transcript are included with this mailing. For assistance, please check out our website (www.dpi.state.wi.us/dpi/dlsis/let/index.html) or contact Bryan Albrecht, Career and Technical Education Team, at (608) 267-9251.

cc: Katharine Lyall, UWS
Dr. Richard Carpenter, WTCSB

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Selected Recommendations for Wisconsin High School Transcripts

1. As a minimum, all high schools will note courses for which students received credit or eligibility for credit from postsecondary institutions using the following designations*:

AS - Advanced Standing
TC - Transcribed Credit
AP - Advanced Placement

Some school districts use course numbers on their transcripts. If your transcript software limits the number of characters you can use in the course title, consider dropping the course numbers but include the prefix of the department from which credit was granted. See the *Uniform Pupil Transcript* document (page 5) for prefix suggestions. For example:

MTH Calculus AP
BUS Business Law AS
AGR Animal Science TC
TED Exploring Technology TC

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2. If possible, note the institution from which the student was granted AS or TC. For example:

BUS Business Law (AS: Moraine Park Technical College)
AGR Animal Science (TC: Madison Area Technical College)
TED Exploring Technology (TC: UW-Stout)

If your transcript software limits the number of characters you can use, note the institution in the "Comments" section of the transcript.

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3. Note all state credentials a student earned in high school. This information can be placed in the "Comments" section of the transcript. For example,

"Earned a state Youth Apprenticeship Certificate of Occupational Proficiency in Health Services"
"Earned a state Employability Skills Certificate"
"Earned a state Cooperative Education Certificate of Occupational Proficiency in Marketing"
"Earned a state Assistant Child Care Teacher Certificate"
"Earned an Automotive YES Certificate from the National Automobile Manufacturers Association"

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Definitions

AS (Advanced Standing)

High school students are eligible to receive technical college credit if they successfully complete a course taught by a high school teacher using a high school curriculum wherein the high school and the technical college have aligned curriculum competencies and developed an "Articulation Agreement." Upon enrollment in a technical college the student is awarded credit for the course(s) taken in high school. In addition to articulation resulting from these course to course agreements, there are other learning opportunities such as Youth Apprenticeship and Certified Cooperative Education programs, that could result in advanced standing credit. All Wisconsin technical colleges will accept advanced standing from another technical college if the course is comparable to competencies and credits awarded at the second technical college.

TC (Transcripted Credit)

High school students earn postsecondary credit (from a technical college or a four-year college or university) for successfully completing college level courses. A transcript that documents the credits awarded for the course is issued by the postsecondary institution. Transcripted credit may be earned at the high school, on-site at the postsecondary institution, through distance learning or Internet courses. These courses may also be referred to as "technical college credit" or "dual credit" courses when they are taught by a high school teacher with Wisconsin Technical College System articulation certification and an articulation agreement between the high school and the technical college is on file. Youth Options courses would also fall into this category.

AP (Advanced Placement)

High school courses that help students prepare to take an AP exam. Students are eligible to receive advanced placement and/or credit at participating colleges if their scores on the exam meet the postsecondary institution's criteria.